



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE
REFER TO FILE: **T-3**

May 16, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM
AWARD OF CONSULTANT SERVICES AGREEMENT
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

Award and authorize the Director of Public Works, or his designee, to execute a Consultant Services Agreement with Katz, Okitsu, and Associates to provide development and implementation of a Neighborhood Traffic Management Program (NTMP) for a not to exceed fee of \$255,415 to be financed from Fiscal Year 2001-02 Public Works Project Funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

We are recommending that your Board award and authorize the Director of Public Works, or his designee, to execute a Consultant Services Agreement with Katz, Okitsu, and Associates to provide development and implementation of an NTMP and establish the effective date to commence phase one of the two-phase project following Board approval.

The goal of the NTMP is to develop a system of traffic calming devices and measures to be implemented on local residential neighborhood streets in the unincorporated County areas with the purpose of reducing prevailing vehicular speeds if needed, reducing unnecessary cut-through traffic, and reducing potential conflict with neighborhood vehicular and pedestrian traffic. This contract will utilize consultant services to prepare the initial materials and guidelines needed to implement the Program and formulate, evaluate, design, and implement

pilot projects in five neighborhood areas, one in each Supervisorial District. The consultant will also develop a website accessed through the Public Works home page to provide public information and access to the NTMP.

Public Works receives several hundred requests each year to implement various forms of traffic and parking controls on local neighborhood streets and school zones to reduce prevailing speeds of traffic, enhance safety, and provide a calmer and more enjoyable residential environment. Traditional traffic control procedures and devices are proving less and less effective at producing these results. Many other agencies and communities around the country have developed NTMPs with apparent success at achieving some degree of improvement by using less conventional measures. These programs also establish a framework wherein local residents can take part in identifying the issues and the solutions to their neighborhood traffic problems. Professional consultant services are available with the existing expertise to develop and establish these NTMPs.

Implementation of Strategic Plan Goals

This action is consistent with the County Strategic Plan Goals of Service Excellence and Children and Families' Well-Being since this Program will help enhance pedestrian safety and more enjoyable residential neighborhood conditions, therefore, improving the quality of life in the County.

FISCAL IMPACT/FINANCING

Sufficient funds are available in Public Works' 2001-02 budget to finance this Consultant Service Agreement. The recommended Consultant Services Agreement for the identified project is for a not to exceed fee of \$255,415, including \$23,220 for unforeseen additional work which may arise during progress of the work. Additional work within this allowance will not be performed without prior written authorization from the Director of Public Works.

This contract agreement will commence upon Board approval and issuance of a Notice to Proceed and remain in effect for up to 550 calendar days. In any event, this contract may be canceled or terminated at any time by the County without cause upon the giving of at least 30 days' written notice to the consultant.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the forum previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board, language has been incorporated into the Consultant Services Agreement stating that the Consultant shall notify its employees, and shall require each subconsultant to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of a contract award, Katz, Okitsu, and Associates is willing to consider Greater Avenues for Independence (GAIN) Program participants for further employment.

Katz, Okitsu, and Associates is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

A finding of environmental impact is not required for Consultant Services Agreement for design services.

CONTRACTING PROCESS

On September 26, 2001, a Request for Proposal was issued to 27 firms from Public Works' list of qualified consultants to accomplish this service. On October 29, 2001, four proposals were received. An evaluation and selection committee consisting of Public Works' staff, a California Highway Patrol representative, and a representative of the Los Angeles County Fire Department evaluated each proposal. The two firms submitting the highest rated proposals were invited to give an oral presentation before the evaluation and selection committee. The evaluation of proposers was based on criteria outlined in the Request for Proposals, which included the proposer's competence and appropriate experience, qualification of project team members, ability to meet objectives, management and financial capabilities, and proposed work plan. These evaluations were completed without regard to race, creed, gender, or color.

Based on this evaluation, the committee recommended that this work be awarded to the highest evaluated proposer, Katz, Okitsu and Associates located in Monterey Park, California.

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Participation by Community Business Enterprise (CBE) in the project is encouraged through Public Works' CBE Outreach Program and the requirement that consultants demonstrate their good faith effort to utilize CBEs. Katz, Okitsu, and Associates is aware of Public Works' CBE Outreach Program and their proposed CBE participation is on file with Public Works.

As requested by your Board on February 3, 1998, and to further increase consultant awareness of contracting opportunities with Public Works, this contract opportunity was listed on the Office of Small Business website.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this Consultant Services Agreement will not result in the displacement of any County employees, nor will it impact current services.

CONCLUSION

At such time these recommendations are approved, please return one copy of this letter to Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

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cc: Chief Administrative Office
County Counsel
Department of Public Social Services (GAIN Program)